

GEORGIA DEPARTMENT OF LABOR  
EMPLOYMENT SECURITY AGENCY  
ADMINISTRATIVE SERVICES DIVISION  
RECORDS MANAGEMENT AND CONTROLS

4171-11  
10

Application Number

APPLICATION FOR  
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received	Application No.	Date Completed
SEP 18 1980	76-139-A	NOV 17 1980

Record Series Title: 76-139 CETA Enrollee Work Experience  
Paid Check Files

Person to Contact:

Item number to be amended: Item 16 on old form  
Item 10b on new form (3/80)

Telephone No. 656-3040

Reads as follows: "no" on confidentiality of records

Amended to read: "yes" on confidentiality of records

Ga Code 54-637-(1)

Reason for change: Public service employee records under CETA remain open to public inspection; all other personal records including financial records shall be made "available to the public to the same degree that it makes such information available about its employees." Georgia State Merit System regulations therefore make all except PSE employment records confidential.

AUTHORITY: Federal Register, July 20, 1979; 29-70.203b-3b1,2.

Division Director/Designee: *[Signature]* Date 9/2/80

Records Management Officer (RM&C): *[Signature]* Date 9/30/80

ESA Director: *[Signature]* Date

State Auditor/Designee: *[Signature]* Date 10-30-80

Secretary of State/Designee: *[Signature]* Date 10-27-80

Attorney General/Designee: *[Signature]* Date 11-12-80



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address GEORGIA DEPARTMENT OF LABOR UNEMPLOYMENT INSURANCE DIVISION SPECIAL PROGRAMS PAYMENT UNIT - ROOM 298 254 WASHINGTON STREET, S. W. ATLANTA, GEORGIA 30334	Application Number <b>76-139-A</b>	
Application Number		Date Received NOV 16 1979	Date Completed JAN 31 1980

2. Person to Contact **WM. F. REYNOLDS** Working Title **SUPERVISOR, SPECIAL PROGRAMS PAYMENT UNIT** Telephone Number **(404) 656-3074**

## 3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.  
b. ☐ Dispose of present accumulation; no further accumulation anticipated.  
c. ☒ Amend Application No. **76-139** Check One: ☒ Change; ☐ Supersede; ☐ Void

## 4. Dates of Series

Earliest **01-01-79** Latest **Present**

## 5. Records Series Title (followed by title used in office; if different)

**COMPREHENSIVE EMPLOYMENT TRAINING ACT (CETA) ENROLLEE WORK EXPERIENCE PAID (CANCELLED) CHECK FILES.**

## 6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

THE SPECIAL PROGRAMS PAYMENT UNIT RECEIVES INITIAL ENROLLMENT FORMS AND ESTABLISHES A RECORD FOR EACH INDIVIDUAL TRAINEE; RECEIVES AND PROCESSES WEEKLY REQUESTS FOR PAYMENT OF ALLOWANCES, WAGES, AND WORK INCENTIVE TO PARTICIPANTS ENROLLED IN RELATED PROGRAMS. MAKES PERIODIC AUDIT AND REVIEW OF PAYMENT RECORDS TO PREVENT DUPLICATES OR OVERPAYMENTS. CONTINUALLY MAINTAINS RECORDS TO ASCERTAIN ELIGIBILITY.

## 7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to:

DISBURSING FUNDS TO PARTICIPANTS OF COMPREHENSIVE EMPLOYMENT TRAINING ACT PROGRAMS.

Included are:

CANCELLED CHECKS (CETA 23).

File is arranged:

NUMERICALLY BY CHECK NUMBER.

## 8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 1; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_\_\_\_? \*DISCRETION OF AUDITORS.

## 9. Annual Rate of Accumulation of Records

Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) **IBM CARD BOXES,**  
**APPROXIMATELY SIXTY (60) PER QUARTER.**

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <b>FEDERAL REGISTER, VOLUME 44, NUMBER 65, APRIL 3, 1979.</b>
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	State _____ 1 _____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ 5 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ 5 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

**HOLD IN CURRENT FILES AREA 1 YEAR, THEN TRANSFER TO STATE RECORDS CENTER, HOLD 4 YEARS.**

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each: ☐ Calendar Year; ☐ Fiscal Year; ☒ Other QUARTER then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

**NOTE: If Federal audit questions are not resolved at the end of 5 years, these records must be retained until resolution of such questions.**

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John F. Reynolds</i>	11-13-79	<i>John C. Arnold</i>	11-13-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Canole Hart</i>	1-29-80
		<i>Canole Hart</i>	1-28-80
		<i>Canole Hart</i>	1-30-80



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>February 3, 1976</b>	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>DL-030</b>		Date Received <b>FEB 10 1976</b>	Application No. <b>76-139</b>
3. Agency Division, Subdivision & Administering Office Address <b>Georgia Department of Labor Unemployment Insurance Division Special Programs Payment Unit-Rm. 367 State Office Bldg. Atlanta, Georgia 30334</b>		4. Person to Contact <b>C. R. Fidge</b>	
		5. Working Title <b>Supervisor</b>	6. Toll No. <b>656-3074</b>

## 7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series <b>06/06/73 to date</b>	9. Exact Series Title <b>Comprehensive Employment Training Act (CETA) Enrollee Work Experience Paid Check Files</b>
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10. What is the function of the office in which this record series is created?  
The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on wages of such employees; and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain requirements. The Division administers the payments of allowances and wages as required by the Manpower Programs of the United States Department of Labor.

The Special Programs Payment Unit receives initial enrollment forms and establishes a payment account for each individual enrollee and trainee; receives and processes weekly request for payment of allowances and wages including the payment of Incentive and Training Related Expense to participants enrolled in the Work Incentive Program. Establish and maintain controls to prevent duplicate and overpayments; periodic review of records to ascertain continued eligibility; maintenance of payment records and general correspondence files.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to disbursing Work Experience Wage Payments to Enrollees under the Comprehensive Employment Training Act.

Included are: Paid Cancelled Checks for wages or allowances earned through a program initiated by the Comprehensive Employment Training Act.

File is arranged: chronologically by date check is paid; thereunder numerically by check number.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers				Trays - 132	90		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) <b>15</b>	In Storage Area(s) <b>none</b>		
3 X 8 Card Trays	22	.38		This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	1	0	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy, of the series? [X] [ ]
- 14. Is there a duplication of this series in another office or agency? [ ] [X]
- 15. Is the information contained in this series ever summarized or published? [ ] [X]  
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [ ] [X]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
- 18. Could the function be performed if the files were lost or destroyed? [X] [ ]
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
- 20. Does the record series provide data as input to an EDP file? [ ] [X]
- 21. Does the record series contain documentation produced as EDP printout? [ ] [X]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? Federal Register (Vol.40, No.47, Part III), "Guide to Records Retention Requirements" (January 1, 1975) Part VIII [x] [ ]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [X]

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement.)
- Based upon standards of disposition for other departments. See item 22

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [X] OTHER \*\* See below, then:

- [ ] Hold in the current files area            month(s)/            year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold            year(s):
- [ ] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [x] Other: (Specify)

To eliminate necessity for filing equipment and floor space required to hold inactive records over and above necessary active files that would be referred to frequently until project had been closed out.

\*\* Cut off file at the end of each month, hold in current files area 1 year or until Federal or State Audit is completed, whichever is later; then transfer to the State Records Center, hold 3 years; then destroy.  
(Indicate briefly rationale for recommendations above/or write additional remarks):

"See above statement"

Records Management Officer (Signature) <u>[Signature]</u> Date <u>2-9-76</u>		OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:		<u>[Signature]</u>		<u>2-5-6</u>
Agency Head/Designee		<u>[Signature]</u>		<u>5-7-76</u>
[X] Approved [ ] Disapproved		<u>William M Dixon</u>		<u>2-19-76</u>
State Auditor/Designee		<u>[Signature]</u>		<u>5-10-76</u>
[X] Approved [ ] Disapproved		<u>Carroll Hays</u>		
Secretary of State/Designee		<u>[Signature]</u>		
[X] Approved [ ] Disapproved		<u>Robert H. Huel</u>		
Attorney General/Designee				
[X] Approved [ ] Disapproved				

STATE RECORDS COMMITTEE

STATE  
OF  
GEORGIAApplication for  
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISIONPAGE  
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				5. Working Title Supervisor	6. Tel. No. 656-3074
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# QUESTIONNAIRE

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"See above statement"

Records Management Officer (Signature) <i>John C. Arnold</i>	Date <u>2-9-76</u>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are: <u>FEDERAL</u>	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>E. J. Garner</i>	<u>2-5-76</u>
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>F. J. Zerial</i>	<u>5-4-76</u>
STATE RECORDS COMMITTEE	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Har</i>	<u>2-19-76</u>